

LEE COUNTY COMMISSION

Chairman
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Members
Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Administrative Technician	Hours of Availability: Monday-Thursday 6:00am-4:30pm
Closing Date: July 14, 2020	Position Announcement: ENG30-20-06
Work Location: Lee County, AL	
Division/Department: Highway	
Reports to: Highway Department Administrator	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$33,300.10 - \$50,283.15

JOB SUMMARY: This position provides customer service and clerical support for department operations.

- ESSENTIAL JOB FUNCTIONS:**
- Greets visitors and answers telephones; provides information and assistance.
 - Assists employees in emergency situations by contacting the proper authorities.
 - Receives and sends information to county insurance company for public claims concerning accidents involving county vehicles or road conditions.
 - Compiles and sends out Commission Work Order Reports.
 - Creates report summaries of paving and special projects.
 - Secures office at close of work day.
 - Delivers and retrieves documents, invoices, payroll, and mail.
 - Sends faxes, makes copies, binds reports, and types documents.
 - Orders and distributes supplies.
 - Records data of work performed by department employees.
 - Records data of repairs made, supplies used, and costs involved in the repair of vehicles and equipment.
 - Handles citizen concerns of a more difficult nature.
 - Performs duties of Administrative Clerk as needed.

- QUALIFICATIONS:**
- Possession of a valid driver's license issued by the State of Alabama
 - Knowledge of modern office practices and procedures.
 - Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
 - Ability to read, write and perform basic mathematical calculations.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).